

**CITY OF EL PASO, TEXAS  
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Department of the City Manager, Development & Infrastructure Services  
**AGENDA DATE:** May 13, 2008  
**CONTACT PERSON/PHONE:** Patricia D. Adauto, Deputy City Manager, (915) 541-4853  
**DISTRICT(S) AFFECTED:** All Districts

**SUBJECT:**

Discussion and Action on policy direction for setting subdivision-related fees, and to be effected as part of the FY 2009 budget adoption.

**BACKGROUND / DISCUSSION:**

As part of the City's comprehensive rewrite of the Subdivision Code, reference to fees is made throughout the text. The fees are set by Resolution approved by City Council as part of the annual budget process. Because substantive process changes are proposed within the Code, the Ad Hoc Committee and City staff is recommending that these fees be adjusted. City Council direction is needed to determine the percentage of fee increase as they are substantively below the actual costs incurred.

In 2006, OMB completed a preliminary cost study of the activities associated with the processing and review of each subdivision application type. Their analysis revealed a significant shortfall between the fees imposed and the actual costs incurred. The fees have not been recently modified as it was agreed to analyze these as part of the Code rewrite. These costs have presumably increased since this study was undertaken. To illustrate the shortfall, the following common applications are presented:

	<u>Current Fee</u>	<u>Actual Cost</u>	<u>Difference</u>	<u>% Difference</u>
Land Study (75+ acres)	\$1,142	\$4,556	\$3,414	299%
Preliminary Plat	\$400	\$1,901	\$1,501	375%
Final Plat	\$171	\$1,796	\$1,625	949%

As is evident, the cost differential has a considerable revenue impact annually to the City. However, given the number of new requirements in the Recommended Subdivision Code, these fees must be considered in the entirety of the requirements. In order for City staff to set these fees properly, Council direction is necessary. The relevant fees associated with the Subdivision Code are submitted as Attachment A for your information.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

N/A

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**SECTION HEAD:**

**APPROVED FOR AGENDA:**

**CITY MANAGER:** Patricia D. Adauto, Deputy City Manager **DATE:** April 23, 2008

**ATTACHMENT A  
SUBDIVISION-RELATED FEES**

Department	Account	Fee Description	Detail	FY2008 Fee Amount
				Proposed
Development Services	404100	Applications - Subdivisions	Major Preliminary	\$399.70
Development Services	404100	Applications - Subdivisions	Major Final	\$171.30
Development Services	404100	Applications - Subdivisions	Major Combination	\$456.80
Development Services	404100	Applications - Subdivisions	Minor	\$285.50
Development Services	404100	Applications - Subdivisions	Re-subdivision Preliminary	\$142.75
Development Services	404100	Applications - Subdivisions	Re-subdivision Final	\$142.75
Development Services	404100	Applications - Subdivisions	Re-subdivision Combination	\$285.50
Development Services	404100	Applications - Subdivisions	Amending	\$285.50
Development Services	404100	Applications - Subdivisions	Platting Determination Certificate	\$28.55
Development Services	404100	Applications - Subdivisions	Subdivision Improvement Plan - Checking & Inspection Fee	\$456.80 plus \$25.00 per acre or portion thereof
Development Services	404100	Applications - Subdivisions	Subdivision Improvement Plan - Checking & Inspection Fee - Expedited Review	\$456.80 plus \$25.00 per acre or portion thereof plus \$75.00 per hour or portion of an hour
Development Services	404100	Applications - Subdivisions	Subdivision Improvement Plan - Checking & Inspection Fee - Additional Inspection(s) Required due to Deficiencies in Construction Resulting from City Inspection	Additional fee of \$150.00 per hour or portion of an hour
Development Services	404100	Applications - Land Study	0.0 to 1.0 acre	\$342.60
Development Services	404100	Applications - Land Study	1.1 to 10 acres	\$456.80
Development Services	404100	Applications - Land Study	10.1 to 30 acres	\$571.00
Development Services	404100	Applications - Land Study	30.1 to 50 acres	\$685.20
Development Services	404100	Applications - Land Study	50.1 to 75 acres	\$799.40
Development Services	404100	Applications - Land Study	75.1 or more acres	\$1,142.00
Development Services	404100	Applications - Vacations & Dedications	Vacation of Recorded Subdivision	\$142.75
Development Services	404100	Applications - Vacations & Dedications	Vacation of Public Easements	\$342.60
Development Services	404100	Applications - Vacations & Dedications	Vacation of Public Rights-of-Way	\$571.00
Development Services	404100	Applications - Vacations & Dedications	Dedication of Rights-of-Way by Metes & Bounds	\$571.00

Development Services	404100	Applications - Vacations & Dedications	Dedication of Public Easements by Metes & Bounds	\$571.00
Development Services	404100	Other Applications	Street Name Change	\$220.00
Development Services	404100	Other Applications	Annexation	\$580.00
Development Services	404100	Other Applications	Complete subdivision ordinance	\$14.00
Development Services	404126	Development	Subdivision Improvements Review	\$456.80 + \$25.00 / acre
Development Services	404106	Development	Flood Determination Letter	\$11.00